



MAURITIUS SHIPPING CORPORATION LTD

SCHEME OF DUTIES

Position:	Driver/ Messenger (Bus)
Salary Scale:	MUR 18,965 x 525 – 21,065 x 540 – 22,685 x 800 – 28,285 x 1,000 – 33,285 QB 34,285 x 1,250 – 40,535
Grade:	7
Report to:	Assistant Manager - HR

Qualifications:

- a) Cambridge School Certificate or GCE "O" level in three subjects or any other equivalent qualifications acceptable to the Board.
- b) Must be in possession of valid driving licence (manual gear) for motorcycles, cars, vans and bus, with at least 3 years driving experience.
- c) Have basic knowledge of mechanics and simple vehicle maintenance.

Duties of Driver/Messenger

- 1) To drive vehicles with due care and diligence (including motor-cycles), as may be required in the performance of Company duties like transportation of staff, crew members and other officers;
- 2) To undertake daily routine checks of Company vehicles, which includes the checking of:
 - fuel, oil and water levels
 - hydraulics, where applicable
 - tyre pressure, braking and steering systems
 - check on expiry of road tax and insurance of Company vehicles
- 3) To make entries in log book of vehicle movements and related particulars;
- 4) To maintain Company's vehicles in clean condition, both inside and outside;
- 5) To perform messengerial duties such as dispatching of letters/parcels and purchasing of office and ship requisites and keeping relevant records thereof;



- 6) To vehicle and carry office requisites/supplies to/from the office, ships, the airport and the premises of other business-related organizations and handing over same to responsible parties;
- 7) To assist generally in the receipt and distribution of commodities; and
- 8) To perform other related duties, as may be assigned.

Note : Subject to the exigencies of the service, the Driver/Messenger may be required to work at odd hours, including during weekends and public holidays. He may also be required to work on a shift basis.

Date: July 2024